

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:02 p.m. on Monday, July 11, 2005 at the Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Botello, Chappell, Haig, Wang, and
Chairperson Roberts.

Absent: Commissioners Grogan and Lang.

Also Present: City Librarian Weiner.

3. FLAG SALUTE

Commissioner Wang led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Botello moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Grogan and Lang).

5. APPROVAL OF MINUTES

5a. MINUTES OF JUNE 13, 2005

MOTION: Commissioner Chappell moved for the approval of the June 13, 2005 Library Commission meeting minutes as submitted. Commissioner Haig seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Grogan and Lang).

6. NEW BUSINESS

6a. FRIENDS OF THE TORRANCE LIBRARY REPORT

Friends Vice-President Covey announced a paperback book sale on July 23, 2005 from 9:00 a.m. to 4:00 p.m.

Responding to Commissioner Botello's inquiry, she advised that on-line book sales continue to be successful and that Friends has made approximately \$21,000 this year from Internet sales.

City Librarian Weiner announced that City Council would accept and appropriate a \$13,000 donation from Friends at the July 12, 2005 City Council meeting to fund a

SIRSI automation module to track the rotation of collections between libraries in the system.

6b. LIBRARY SECURITY UPDATE

6b.1 STANDARDS OF BEHAVIOR

City Librarian Weiner noted that the Community Services consolidation recommendation presented to City Council on May 24, 2005 was included in the agenda packet. She stated that City Council approved all items with the exception of #3) Reclassify 5 Library Assistant 1 positions in the Library to part-time positions. She noted that #5 was contingent on the outcome of #6.

She reviewed language changes and additions to the 2001 Torrance Public Library Standards of Behavior.

6c.2 FLYER FOR PARENTS

City Librarian Weiner discussed the recently created flyer "Your Child Deserves Your Attention!" to address the problem of parents leaving young children unsupervised in the library. She advised that the flyer would be handed out to parents and posted in the libraries.

She noted that the Unattended/Unsupervised Children – Policy Statement was also included in the material of record.

MOTION: Commissioner Botello moved to approve in principle the updated Torrance Public Library Standards of Behavior and the flyer "Your Child Deserves Your Attention!" for parents. The motion was seconded by Commissioner Wang and passed by unanimous voice vote approval (absent Commissioners Grogan and Lang).

7. UNFINISHED BUSINESS

7a. PART-TIME EMPLOYEE RECOGNITION EVENT DEBRIEFING

Commissioners expressed positive comments about the food, decorations, and attendance at the recognition breakfast. Chairperson Roberts expressed her regrets for being unable to attend.

7b. CALTAC BOARD EFFECTIVENESS TRAINING

September 10, 2005, September 24, 2005, and September 17, 2005 were selected as first, second, and third choices for the CALTAC Board Effectiveness Training. Meeting room availability was briefly discussed.

7c. CHOOSE SEPTEMBER 20 OR SEPTEMBER 27 FOR JOINT MEETING WITH CITY COUNCIL

The Commission selected September 20, 2005 as the date for the joint meeting with City Council.

7c.1 AGENDA

Selection of items for the agenda was deferred to the August Commission meeting. Seating arrangement and catering options were briefly discussed.

7d. FINAL APPROVAL OF COMMISSION ANNUAL REPORT

Commissioner Haig presented the draft Library Commission Annual Report. He noted one minor correction.

MOTION: Commissioner Haig moved to approve the Commission Annual Report as amended, to be forwarded to City Council. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Grogan and Lang).

7e. BUDGET UPDATE

City Librarian Weiner reported that the Governor signed the budget bill approving Public Library Funding and that the Vehicle-in-Lieu fees of \$2.4 million would be returned to the City--\$1.2 million in 2005-06 and the remaining \$1.2 million in 2006-07.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Haig reported that the Foundation did not meet last month.

City Librarian Weiner reported that in the near future the Foundation would be sending out letters to businesses requesting support for the Southeast branch homework center. She advised that they were recruiting new Foundation members.

8a.1. NEXT MEETING WEDNESDAY, JULY 20, 2005, NOON, CIVIC CENTER LIBRARY

8b. MCLS SYSTEM ADVISORY BOARD

8b.1 NEXT MEETING THURSDAY, DECEMBER 1, 2005, 10:00 A.M., GLENDALE PUBLIC LIBRARY

City Librarian Weiner noted that MCLS System meetings are generally held twice a year.

9. MONTHLY DEPARTMENT REPORT

9a. UPDATE ON DEPARTMENT CONSOLIDATION

City Librarian reminded Commissioners to RSVP for the 2005 Parks and Recreation Commission's Annual Awards Banquet on July 13, 2005.

She reported that weekly meetings for all the managers in the Departments and monthly meetings for all staff continue to be held.

9b. OTHER

City Librarian Weiner noted that articles regarding the Patriot Act, trends that Libraries are going in, and Internet access were included in the agenda material.

A brief discussion centered on trophy libraries and the Cerritos Public Library.

9b.1 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE OCTOBER 5-8, 2005, SAN FRANCISCO

City Librarian Weiner noted that the schedule for the League of California Cities Conference was included in the agenda material and that the Commission did not normally participate in the event.

10. ORALS

10a. Commissioner Botello thanked Commissioners for allowing her the opportunity to serve as Chairperson of the Library Commission.

10b. Commissioner Botello mentioned that her family and friends enjoyed the outdoor presentation of the film “Charlie and the Chocolate Factory” on June 25, 2005 at Walteria branch library.

City Librarian Weiner noted that approximately 120 people attended the event and commended Parks and Recreation for their assistance.

10c. City Librarian Weiner announced two Torrance Public Library programs in honor of the Bicentennial of the Corps of Discovery—“Lewis and Clark in Indian Country” on July 27, 2005 and “Who Was Sacagawea?” on August 3, 2005.

10d. City Librarian Weiner stated that the period for the Global Languages Materials grant has ended and that foreign language materials were purchased in Spanish, Korean, Vietnamese, Hindi, Urdu, Farsi, and Russian.

10e. Commissioner Wang thanked City Librarian Weiner for taking her on a tour of the Civic Center Library.

10f. Commissioner Haig stated that he would be unable to attend the August Commission meeting.

10g. Commissioner Haig described funeral services for Assemblyman Mike Gordon.

10h. Commissioner Haig stated that he enjoyed the opening celebration of the George Nakano Theatre on June 21, 2005.

10i. Commissioner Chappell stated that he would be unable to attend the August Commission meeting.

MOTION: Commissioner Botello, seconded by Commissioner Wang, moved to grant excused absences to Commissioner Haig and Commissioner Chappell for the

August 8, 2005 Library Commission meeting; a voice vote reflected unanimous approval (absent Commissioners Grogan and Lang).

10j. City Librarian Weiner discussed State Librarian Hildreth's proposal to advance library accessibility and visibility in California by creating the California Libraries Catalog. She advised that that the Catalog would be shared on the open Internet.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the August Library Commission meeting were discussed.

12. ADJOURNMENT

MOTION: At 8:50 p.m., Commissioner Haig moved to adjourn the meeting to August 8, 2005 at 7:00 p.m. at the Katy Geissert Civic Center Library. Commissioner Chappell seconded the motion and, hearing no objection, Chairperson Roberts so ordered.

Approved as Amended August 8, 2005 s/ Sue Herbers, City Clerk
